
Outlook 2000: Level 2

Course length: 1 day

Prerequisites: Windows 95/98/NT 4.0 Introduction, Outlook 98/2000 Level 1 or equivalent knowledge

Upon successful completion of this course, students will be able to manage and arrange Outlook items by sorting, filtering, and using the Advanced Find feature; by displaying custom views; and by creating custom forms; customize the Outlook environment by creating custom toolbars and menu items to add to the Outlook Bar; communicate with contacts by sending faxes, share contacts with other users, automatically record items associated with contacts in the Journal by setting options in the Options dialog box, and organize contacts and notes; create and use templates and forms; integrate Outlook 2000 with Office applications by importing and exporting Office documents, creating an Office document in Outlook, and sending an Outlook message from Office applications; share information with other Outlook users by creating, replying to, and editing posts in public folders; creating and posting to Net Folders; and granting other Outlook users folder permissions; and investigate Internet and remote mail features by accessing Internet Explorer from Outlook, creating Outlook items in Internet Explorer, creating messages in HTML format, adding hyperlinks, and discussing Microsoft NetMeeting, the Outlook Newsreader, and remote mail options.

Course content:

Lesson 1: Arranging Messages & Using Forms

- Sorting, finding and filtering messages
- Setting rules in a folder by using the Rules Wizard
- Working with views

Lesson 2: Customizing the Outlook Environment

- Customizing the Outlook Bar
- Customizing menus and toolbars

Lesson 3: Working with Contacts, the Journal, and Notes

- Sharing contact information
- Contact activity tracking
- Overview of the Outlook Journal
- Using the Notes feature

Lesson 4: Using Templates and Forms

- Using templates and forms
- Creating custom forms
- Sharing information in Outlook

Lesson 5: Integrating Outlook Components and Office Applications

- Integrating Outlook components
- Importing and exporting data from Office applications
- Integrating Office documents and Outlook

Lesson 6: Sharing Information by Using Folders

- Overview of public folders
- Overview of Net Folders
- Working with permissions

Lesson 7: Internet Options

- Internet Explorer 5.0 integration
- Folder home pages
- Creating a message in HTML mail format and inserting a hyperlink
- Communicating on the Internet with NetMeeting



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